



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, March 24, 2010
<b>POSITION TITLE:</b>	Associate Director, Accounting Services, Budget Management Branch	<b>FINAL FILING DATE:</b>	Monday, April 12, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,564.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	03182010_6

### POSITION DESCRIPTION

\* PENDING CONTROL AGENCY APPROVAL \*

Under the administrative direction of the Deputy Director, Office of Fiscal Services (OFS), Budget Management Branch (BMB), the Associate Director, Office of Accounting Services is the principal policymaker for accounting operations in every institution, juvenile facility, camp, Community Correctional Facility, and parole office throughout the State. The Associate Director provides and directs the uniform implementation of statewide policies and procedures impacting accounting operations for the California Department of Corrections and Rehabilitation (CDCR).

Duties include, but are not limited to:

- Develops and implements policies for accounting operations and procedural changes to address the operational needs of 33 adult institutions, 6 juvenile facilities, 47 juvenile and adult conservation/fire camps, 13 community correctional facilities, and 187 parole offices and sub-offices located throughout the state.
- Provides consultative support to executive management regarding the administration of complex accounting operations; ensures accounting staff are regularly informed of new or changes to existing operational processes and procedures; coordinates and standardizes accounting operations to ensure consistent service to customers and stakeholders; and consults with various levels of departmental management and subordinate staff on a variety of accounting issues.
- Develops accounting strategies; monitors adherence to financial management practices, addresses and resolves sensitive financial issues; and implements departmental fiscal policies statewide. Plans, organizes, and evaluates the accounting activities of multi-disciplinary staff, determines training needs, and ensures appropriate training is administered in a timely manner. Directs and guides staff in providing timely and accurate accounting services, establishes operational policies and procedures for accounting services and consults with departmental management to resolve high level

operational issues. Monitors the ongoing workload of accounting services to ensure goals and objectives are achieved.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience

with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

#### **DESIRABLE QUALIFICATION(S)**

1. Broad and extensive experience in accounting and budget management, and program evaluation including the principles, practices, and methods of fiscal accountability.
2. Demonstrated leadership, flexibility, and judgment in managerial and program administration, financial management, and fiscal accountability.
3. Ability to analyze complex program issues or problems and develop recommendations to resolve the issues.
4. Experience which demonstrates the ability to interact and communicate effectively, both orally and in writing with executive management and control agencies.
5. Ability to develop and implement policies, perform major policy-influencing functions effectively, and contribute to the design and implementation of accounting strategies for a large department.
6. Demonstrated ability in planning, organizing, and directing a large multifaceted accounting program and ensuring successful functionality with stakeholders.

#### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Accounting Services, Budget Management Branch**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates'

Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

### **FILING INSTRUCTIONS**

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by April 12, 2010 to Tracy Heinsen, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and 12 point font. In the Statement of Qualifications, the desirable qualifications MUST be addressed and numbered in the same order as is listed. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Resumes do not take the place of the Statement of Qualifications.
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:  
[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

### **Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments  
1515 S Street, Room 108-N, Sacramento, CA 95811  
Tracy Heinsen | (916) 445-9061 | [tracy.heinsen@cdcr.ca.gov](mailto:tracy.heinsen@cdcr.ca.gov)

### **ADDITIONAL INFORMATION**

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and

civic leaders. Experience in the development and implementation of policies and procedures.

\*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>